

Using Guides

A guide is a layout aide; they allow you to visually align map elements in the layout view.

In this example we will use the guides to set the data frame, but not the other elements of the map.

It is important to note that map elements only snap at their edges to guides.

To place guides you need to have your rulers showing in the layout view.

To conform to the Rules and Standards for plat maps we want to arrange the Layout View on a 30 by 36 inch page.

The data frame should be 6 inches from the left, and at the edge for the top, bottom, and right sides.

A 1-inch margin is needed for binding so also place a guide at 1 inch from the left edge.

To check if guides are ready to be used, right-click outside the layout page, then go to options at the bottom of the drop down Choose the Layout View Tab Next, make sure the Snap Elements to: Guide box is checked.

Then you need to set a snapping tolerance.

Use larger tolerances for larger maps.

Anywhere from two-tenths to half an inch would be good for a plat map.

To add a guide, simply left click on the ruler where you want the guide to be set.

Add a guide to all the edges of the layout page, 0, 30, 0, and ... 36 inches Zoom in on the layout page to add your guides at 1 and 6 inches.

If you left-click and hold on the guide the exact placement of the guide will show in the upper left corner of the layout window.

When the cursor appears as a double-headed arrow you can slide the guide to the place you want it.

If you set a guide in the wrong spot, you can left-click and hold on the guide arrow, then slide it up and down the ruler to where you want it.

Add the guide at 6 inches, use the measurement in the left corner to place it correctly.

To manage guides, right-click on the guide arrow. In this window, you can remove a guide, hide the ruler, or choose options.

As you can see in this dialog window, another way to set a guide is by right-clicking on the ruler and choose **Set Guide**.

Now we will set the Data Frame to fit these guides.

Click once within the Data Frame to activate the handles.

It does not matter which handles you use, move your cursor over any handle until the cursor changes to multi-directional arrows.

Click and hold the handle then slid the edge to the appropriate guide.

You will see it snap to the guide.

Adjust each side of the view and the neatline, to the guides.